

JOB DESCRIPTION
MURFREESBORO JUDICIAL DEPARTMENT
ADMINISTRATIVE SUPPORT SPECIALIST

- 1. JOB TITLE:** Administrative Support Specialist-Judicial Department
- 2. DEFINITION:** The position of Administrative Support Specialist-Judicial Department requires an individual who is capable of exercising good judgment and who possesses secretarial skills, the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. This is an entry level position. The employee will be responsible to the City Judge. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
- 3. EQUIPMENT/JOB LOCATION:**
 - a. An Administrative Support Specialist must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Judicial Department. Work is generally performed indoors and in a smoke-free environment.
- 4. ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Answers inquiries from City police officers and other employees, and from members of the public, attorneys, and various courts, accurately and politely, in person and on the telephone.
 - b. Collects money, issues receipts, makes daily deposits, and prepares and maintains accurate financial reports for all funds received in the Judicial Department.
 - c. Acts as Court Bailiff.
 - d. Enters, maintains and retrieves different types of information from computerized and written records and files, including parking enforcement records, citations, court schedules, court appearance notices and docket sheets.
 - e. Prepares routine and special correspondence, reports, dockets and other documents.
 - f. Uses National Crime Information Center and Tennessee Crime Information Center for name or vehicle checks and other authorized purposes.
 - g. Sits, stands, stoops and walks intermittently.
- 5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**
 - a. Delivers correspondence/documents to other departments.
 - b. Delivers bonds and appeal paperwork to the appropriate court of appeal.
 - c. Deposits outgoing and in-house mail in proper receiving bins.

- d. Maintains inventory of office supplies.
- e. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High school diploma or equivalent required.
- b. Must be at least 21 years of age.
- c. Must have legal authorization to work in the United State.
- d. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Possesses good working knowledge of a personal computer with DOS, Windows Microsoft Word, photocopying machine, multi-line telephone and inter office communications system.
- f. Ability to type 55 words per minute.
- g. Ability to perform occasional overtime.
- h. Ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- i. Must have a good reputation for confidentiality.
- j. Possesses physical and mental ability to work independently
- k. Possesses temperament and good judgment to effectively deal with the public and/or City employees some whom of may be irate and unreasonable.
- l. Possesses the ability to pass any and all background and fingerprint checks as requested by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- m. Ability to complete study guide and pass query certification test as mandated by the Tennessee Bureau of Investigation for operation of National Crime Information Center and Tennessee Crime Information Center.
- n. Ability to accurately make change and balance cash drawer daily.
- o. Ability to concentrate and accomplish tasks despite interruptions.
- p. Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt
Non-Safety Sensitive
July 28, 2005